



## INTERDEPARTMENTAL MEMORANDUM

**SUBJECT:** Revising Strategic Plans

**DATE:** June 3, 2004

**TO:** Department and Agency Heads

**FROM:** Keith E. Todd, State Budget Officer                      Bureau of the Budget

Title 5, section 1710-P requires each state agency that receives a legislative appropriation or allocation to have a strategic plan that is consistent with statutes and enabling legislation unless specifically exempted by Title 5, section 1710-K. This strategic plan forms the foundation for the development of performance measures for the budget process. Although strategic plans must be updated by December 1 of even-numbered years, it is important that your strategic plan for the upcoming FY 06-07 biennial budget be completed **no later than September 1, 2004**. Departments and agencies should seek input from their legislative policy committee on strategic plan revisions.

Since strategic planning is a tool to set priorities and assist in making informed decisions about the future, it is important that strategic plans be prepared in conjunction with the upcoming biennial budget for FY 06 and FY 07 in the Budget and Financial Management System. Strategic plans will assist decision makers to evaluate department and agency priorities, in light of budget and resource challenges for the FY 06-07 biennial budget.

State law requires that strategic plans be coordinated with other state agencies that have similar goals and objectives as your department or agency. Departments and agencies, therefore, should meet in order to coordinate their program and policy efforts to achieve common goals.

To assist you in the strategic planning effort, the State Planning Office has online "Maine's Guide to Strategic Planning" which is designed to help Maine's state agencies with the strategic plan model, planning process, identification of critical issues and development of goals, objectives and strategies. This report is available at [www.state.me.us/spo/sp/stratplan/docs/origpdf/pdf/StratPlanGuide.PDF](http://www.state.me.us/spo/sp/stratplan/docs/origpdf/pdf/StratPlanGuide.PDF)

Revised strategic plans should be submitted to: Director of the State Planning Office, the State Budget Officer, the Director of the Office of Fiscal and Program Review, the Director of the Office of Policy & Legal Analysis, and the joint standing committee having jurisdiction over your department or agency's matters.

Please contact your Budget Analyst/Examiner if you have any questions or need additional assistance.

cc: Rebecca Wyke  
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**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES**

